

Regular Meeting

Agenda Item #	1
Meeting Date	April 16, 2007
Prepared By	Daryl Braithwaite Public Works Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance Authorizing Execution of a Contract for Public Works Uniform Cleaning and Rental
Background	<p>The Public Works Department provides uniforms and weekly cleaning for most of the Department's full and part-time staff. The provision of uniforms is a City responsibility as outlined in the AFSCME Local 3399 Contract.</p> <p>The Department solicited bids for uniform rental and cleaning in April. Two bids were received.</p> <p>Unifirst's charges include \$0.16 for long sleeve shirts, \$0.13 for short sleeve shirts, \$0.29 for pants, and \$0.31 for coveralls. The City normally provides 11 long sleeve or short sleeve shirts, 11 pants and two coveralls per person. The weekly charge would be \$5.57 per person.</p> <p>Unifirst offers high visibility shirts with reflective stripes for \$0.30 each and polo shirts for \$0.49 each. These options could be made available to staff as appropriate.</p> <p>The second bidder, G & K Services, submitted a bid whose costs would equal \$7.70 per person, per week. The City is currently paying \$9.49 per person per week.</p> <p>The proposed contract would be for a two-year period, with provisions to extend the contract for one additional two-year period.</p>
Policy	Chapter 7 of the City Code provides that the City Council shall, by ordinance duly enacted, approve all expenditures of \$10,000.00 or more provided, however, that ordinances approving such expenditures may be enacted upon a single reading without being read at two meetings of the City Council prior to adoption, if each such expenditure is specifically authorized in the budget ordinance for the current year or an ordinance revising it and the cost of the procurement is equal to or less than the budgeted amount.
Fiscal Impact	The current uniform rental and cleaning contract has expired. The new contract would reduce the annual expenditure for this service.
Attachments	Draft Single Reading Ordinance
Recommendation	Adopt the ordinance.
Special Consideration	

ORDINANCE #2007-

AWARD OF CONTRACT FOR UNIFORM RENTAL AND CLEANING
FOR THE PUBLIC WORKS DEPARTMENT

WHEREAS, The AFSCME Local 3399 Contract requires the City of Takoma Park to provide uniforms and weekly cleaning to those staff members required to wear uniforms;
AND

WHEREAS, In accordance with the City's procurement procedure, the City solicited bids for uniform rental and cleaning; AND

WHEREAS, Two firms submitted bids for the service; AND

WHEREAS, Unifirst Corporation has submitted the lowest bid; AND

WHEREAS, The Public Works Department has determined that the lowest bidder is both responsive and responsible; AND

WHEREAS, Funds are available to award a contract to the lowest bidder.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into a contract with Unifirst Corporation for weekly uniform rental and cleaning.

SECTION 2 Funds to cover this work shall be charged to operating budget of the Public Works Department.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this _____ day of April, 2007 by roll-call vote as follows.

AYE:

NAY:

ABSTAIN:

ABSENT: